

INSTRUCTIONS FOR MAKING A USER INACTIVE

Change the user record in three places to **INACTIVE**

1. Change profile to **INACTIVE**
2. Change Group ID to **INACTIVE** using following formula
 - a. change Group ID to **XX INACTIVE**
XX is the 2 character code for your library
3. Change **Zip** in the Address field to **INACTIVE**

Removing INACTIVE Users from the STAFF WEB CLIENT Overdue List or Bill List

In class, you were shown how to download a report that was run in the Staff Web Client Circulation Reports Wizard.

1. After you've downloaded the report, import the "csv" file into an Excel file.
2. Click anywhere within the spreadsheet.
3. Click **Data**, click **Sort**.
4. Click the down arrow to the right of the **Sort by** box, and click **Profile** in the drop down list.
5. Click **OK**.

This will put all the INACTIVE users together so you can delete or hide these rows.

Use the other instructions in the manual to format the rest of the report as you wish.